

## CHAPTER 16 OCCUPATIONAL AND POSTSECONDARY ENDORSEMENTS AND LICENSES

[Prior to 9/7/88, see Education Department[281] Ch 74]  
[Prior to 10/3/90, see Education Department[281] Ch 82]

**282—16.1(272) Requirements for secondary level (grades 7-12).** Provisional licenses will be issued if the requirements of rule 282—14.11(272) have been met. Requirements for adding secondary level occupational endorsements.

**16.1(1) *Agricultural sciences and agribusiness.*** Completion of 24 semester hours in agricultural business management or economics, agricultural mechanics, agronomy, animal science, and horticulture. One thousand hours of work experience in one or more agriculture-related occupations. Coursework in agriculture education to include foundations of vocational and career education, planning and implementing courses and curriculum, methods and techniques of instruction, evaluation of programs and students, and in the coordination of cooperative experience education programs.

**16.1(2) *Marketing/distributive education.*** Completion of 24 semester hours in business to include a minimum of 6 semester hours in marketing, management, and economics. Three thousand hours of recent, relevant work experience in occupations where the distribution of goods and services was the prime function. Coursework in foundations of vocational and career education, in curriculum design oriented to marketing, and in the coordination of cooperative education programs.

**16.1(3) *Office education.*** Completion of 24 semester hours in business to include coursework in office management, business communications, word and data processing and computer applications in business. Three thousand hours of recent, relevant work experience in an office-related occupation. Coursework in foundations of vocational and career education, in curriculum design oriented to office education, and in the coordination of cooperative education programs.

**16.1(4) *Consumer and homemaking education.*** Completion of 24 semester hours in food and nutrition, consumer education, family living and parenthood education, child development, housing, home and resource management, and clothing and textiles. Four hundred hours of work experience in one or more homemaking or consumer-related occupations. Coursework in consumer and homemaking education to include methods and techniques of instruction, foundations of vocational and career education, course and curriculum development, and evaluation of programs and students.

**16.1(5) *Occupational home economics.***

*a. Option 1:* Completion of the requirements for consumer and homemaking education (see 16.1(4)) and special preparation in the occupational area or 400 hours of employment related specifically to the occupational area.

*b. Option 2:* Completion of a baccalaureate degree with a major in the occupational area, coursework in methods and techniques of teaching, course and curriculum development, evaluation of programs and students, foundations of vocational and career education, coordination of cooperative programs and a teaching practicum (supervised or assessment of other teaching experience), 400 hours of employment related specifically to the occupational area.

**16.1(6) *Multioccupations.*** Completion of any 7-12 endorsement and in addition thereto, coursework in foundations of vocational and career education, coordination of cooperative programs and competency-based curriculum development. Four thousand hours of occupational experience in two or more occupations.

**16.1(7) *Health occupations.*** Four thousand hours of occupational experience within five years preceding application for licensure in the occupation to be taught. Program completion leading to registration, certification, or licensure in Iowa in the health specialty to be taught. Coursework in foundations of vocational and career education, planning and implementing courses and curriculum, methods and techniques of instruction, and evaluation of programs and pupils.

**16.1(8) *Trade and industrial subjects.*** Demonstrated occupational competence in an industrial, trade, or technical field by performance and written examination. Coursework in foundations of vocational and career education, planning and implementing courses and curriculum, methods and techniques of instruction, and evaluation of programs and pupils.

**282—16.2(272) Requirements for provisional occupational licenses.**

**16.2(1)** *Provisional occupational secondary license.* Valid for five years.

NOTE: This license is provided to noneducators entering the education profession to instruct in occupations and specialty “fields” that are recognized in vocational service areas and career cluster areas.

Applicants must commit to complete initial requirements.

*a.* A new teacher’s workshop of a minimum of 30 clock hours and specified competencies. To be completed during the first year of license validity.

*b.* Competency development in four basic areas:

- (1) Methods and techniques of teaching.
- (2) Course and curriculum development.
- (3) Measurement and evaluation of programs and students.
- (4) History and philosophy (foundations) of vocational and career education.

NOTE: Individuals who feel that their previous professional experiences or formal education and preparation indicate mastery of competencies in the required study areas may have such requirements waived. Transcripts or other supporting data should be provided to a teacher educator at one of the institutions which has approved teacher education programs. The results of the competency determination will be forwarded with recommendations to the board of educational examiners. Department personnel will make final determination as to the competencies mastered and cite studies which yet need to be completed, if any.

Instructors are expected to make annual progress at a minimum rate of one course per year to complete the studies following initial completion of the new teacher workshop.

*c.* Six thousand hours of recent and relevant occupational experience in the teaching endorsement area sought.

In those subjects, occupational areas or endorsement areas which require state registration, certification or licensure, each applicant must hold the appropriate license, registration or certificate before the issuance of the provisional or the occupational license.

**16.2(2)** Reserved.

**282—16.3(272) Renewal requirements—eight renewal units are required.**

**16.3(1)** One renewal unit may be earned for each 160 days of teaching experience during the term of the license. A maximum of two renewal units may be earned in this manner.

**16.3(2)** One renewal unit may be earned for each semester hour of credit which advanced one toward the completion of a degree program.

**16.3(3)** One renewal unit may be earned for each semester hour of credit completed which may not lead to a degree but which adds greater technical depth/competence to the endorsement(s) held.

**16.3(4)** Renewal units may be earned upon the completion of staff development programs approved through guidelines established by the board of educational examiners or approved technical update program approved by the board of educational examiners. A maximum of five units may be earned from this section.

**16.3(5)** Completion of an approved human relations component, if not already met.

**282—16.4(272) Requirements for occupational secondary license.**

**16.4(1)** Occupational secondary license—valid for five years.

*a.* *Initial requirements.* Meet requirements for the provisional occupational secondary license and have completed an approved human relations component.

*b.* *Renewal requirements.* Same as those in rule 16.3(272).

**16.4(2)** Reserved.

**282—16.5(272) Requirements for postsecondary occupational instructors above grade twelve.**

**16.5(1)** Instructors of preparatory occupational programs.

Provisional occupational postsecondary license—valid for five years.

NOTE: This license is provided to noneducators entering the education profession to instruct in occupations and specialty “fields” that are recognized in vocational service areas and career cluster areas.

Applicants must commit to complete initial requirements.

*a. Initial requirements.*

(1) A new teacher's workshop of a minimum of 30 clock hours and specified competencies. To be completed during the first year of license validity.

(2) Competency development in four basic areas:

1. Methods and techniques of teaching.
2. Course and curriculum development.
3. Measurement and evaluation of programs and students.
4. History and philosophy (foundations) of vocational and career education.

NOTE: Individuals who feel that their previous professional experiences or formal education and preparation indicate mastery of competencies in the required study areas may have such requirements waived. Transcripts or other supporting data should be provided to a teacher educator at one of the institutions which has approved teacher education programs. The results of the competency determination will be forwarded with recommendations to the board of educational examiners. Department personnel will make final determination as to the competencies mastered and cite studies which yet need to be completed, if any.

Instructors are expected to make annual progress at a minimum rate of one course per year to complete the studies, following initial completion of the new teacher workshop.

(3) Six thousand hours of recent and relevant occupational experience in the teaching endorsement area sought.

In those subjects, occupational areas or endorsement areas which require state registration, certification or licensure, each applicant must hold the appropriate license, registration or certificate before the issuance of the provisional or the occupational license.

*b. Renewal requirements—eight renewal units are required.*

(1) One renewal unit may be earned for each 160 days of teaching experience during the term of the certificate. A maximum of two renewal units may be earned in this manner.

(2) One renewal unit may be earned for each semester hour of credit which advances one toward the completion of a degree program.

(3) One renewal unit may be earned for each semester hour of credit completed which may not lead to a degree but which adds greater technical depth/competence to the endorsement(s) held.

(4) Renewal units may be earned upon the completion of staff development programs approved through guidelines established by the department of education or approved technical update program approved by the board of educational examiners. A maximum of five units may be earned from this subparagraph.

(5) Completion of an approved human relations component, if not already met.

*c. Occupational postsecondary license, valid for five years.*

(1) Initial requirements.

Option 1: Completion of requirements for a provisional license with endorsement in one or more of the occupational areas outlined in subrules 16.1(1) to 16.1(8) and two years of teaching experience.

Option 2:

1. Baccalaureate or master's degree.

2. Completion of requirements for a provisional occupational postsecondary license.

Option 3:

1. Baccalaureate or master's degree.

2. An approved human relations component/program.

3. Five years of teaching experience, or the equivalent thereof, at the postsecondary level in the occupational specialty or area of responsibility.

(2) Renewal requirements. Refer to 16.5(1) "b."

**16.5(2)** Reserved.

**282—16.6(272) Requirements for postsecondary arts and science instructors.****16.6(1) *Instructors of arts and science (transfer division) subjects.*****a. *Provisional postsecondary license—valid for five years.***

NOTE: This license is provided primarily for noneducators who possess knowledge, competence, and experience in a subject matter field to instruct in a community college.

Applicant must commit to complete initial requirements.

**(1) Initial requirements.**

1. Have a master's degree in a field of instruction from a regionally accredited graduate school or in special fields or areas including, but not limited to, accounting, business, developmental and remedial skills, engineering, law, law enforcement, and medicine, may be certified on the basis of two or more years of successful experience in the fields or area they will instruct and the possession of the academic preparation ordinarily required for such special fields or areas, and

2. A new teacher's workshop of approximately 30 clock hours in specified competencies, and

3. Competency attainment in the four basic study areas of: methods and techniques of teaching; course and curriculum development; measurement and evaluation of programs and students; and history and philosophy of the development of the community college, and

4. Completion of an approved human relations component.

**(2) Renewal requirements—nonrenewable.****b. *Postsecondary license—valid for five years.*****(1) Initial requirements.**

Option 1: Have completed an approved master's degree program of preparation for postsecondary instruction at a recognized institution. For instructors, exclusive of support staff/service personnel, the program must provide for preparation in a major field of specialization and competency attainment in the basic study areas: methods and techniques of teaching, course and curriculum development, measurement and evaluation of programs and students, and history and philosophy of the development of the community college.

Option 2: Be the holder of an educator's license that authorizes service in an instructional subject at the secondary level, have a master's degree in the subject to be taught, have completed six semester hours of professional studies for postsecondary teaching.

Option 3: Have a master's degree, and five years of teaching experience, or the equivalent thereof, at a postsecondary level in the subject or area of responsibility.

In addition to option 1, 2, or 3, the applicant must have completed an approved human relations component.

**(2) Renewal requirements—(see 16.5(1) "b.")**

**16.6(2) *Teaching endorsements for postsecondary instructors of arts and sciences.*** For endorsement in a specific subject matter field or area, each instructor shall hold a master's degree in a field of instruction from a regionally accredited graduate school.

Endorsement(s) in additional area(s) shall be granted to applicants who present 12 semester hours of graduate level preparation in each field from a regionally accredited graduate school.

**282—16.7(272) Support staff/service personnel must meet the requirements for the postsecondary license with the exception of the athletic coach.**

**16.7(1) *Librarian/learning resource specialist.*** For authorization to serve as a librarian/learning resource specialist, an applicant shall hold a master's degree in library science from an accredited graduate school. The preparation shall include six semester hours of professional preparation appropriate for community college service, or adequate experience in college service or its equivalent as evaluated by a review committee appointed by the executive director of the board of educational examiners shall be accepted in lieu of part or all of the required credits in professional education.

**16.7(2) *Media specialist.*** For authorization to serve as a media specialist, an applicant shall hold a master's degree in media specialization from an accredited graduate school. The preparation shall include six semester hours of professional preparation appropriate for community college service, or adequate experience in college service or its equivalent as evaluated by a review committee appointed by the executive director of the board of educational examiners shall be accepted in lieu of part or all of the required credits in professional education.

**16.7(3) *Counselor.*** For authorization to serve as a counselor, an applicant shall hold a master's degree in counseling or in college student personnel work with an emphasis in counseling from an accredited graduate school. Preparation shall include six semester hours of professional preparation appropriate for community college service, or adequate experience in college teaching or its equivalent as evaluated by a review committee appointed by the executive director of the board of educational examiners shall be accepted in lieu of part or all of the required credits in professional education. Recognition shall be given to the value of employment experience outside of education in appointing counselors to work with students.

**16.7(4) *Curriculum specialist.*** For authorization to serve as a curriculum specialist in an area school/college, an applicant must have met the requirements for a license endorsed for one of the several types of teaching service at the postsecondary level and, in addition thereto, have secured a master's degree from a recognized institution. Such master's degree is to include an emphasis in postsecondary level supervision or curriculum, as well as specific graduate work in the academic area of interest, provided further that said applicant shall have had curriculum development experiences either with or without credit; or, in lieu thereof, equivalent experiences. In addition, an applicant shall present evidence of three years of successful education/occupational experience.

**16.7(5) *Staff development officer.*** For authorization to serve as a staff development officer, an applicant shall have completed a master's degree from a recognized institution. The preparation shall be appropriate for staff development responsibilities. Preparation shall include six semester hours of professional preparation appropriate for community college service, or adequate experience in college teaching or its equivalent as evaluated by a review committee appointed by the executive director of the board of educational examiners shall be accepted in lieu of part or all of the required credits in professional education.

**16.7(6) *Coach.*** For authorization to serve as a coach in an area vocational school or an area community college, an applicant must have met the requirements for a license endorsed for one of the several types of teaching service and shall have completed an approved program in coaching or have completed the minimum courses required by the board of educational examiners.

## **282—16.8(272) Instructional administration.**

**16.8(1)** For authorization to serve as an administrator of an instructional division or in an area of instructional responsibility, an applicant shall submit evidence of preparation and experience as follows:

- a.* Meet requirements for the occupational postsecondary or postsecondary license.
- b.* Completion of a master's degree granted by an institution recognized by the state board of education, with specialization in one of the following:
  - (1) Administration,
  - (2) Subject matter field taught in the area institution,
  - (3) Vocational-technical education,
  - (4) Adult education,
  - (5) Student services.
- c.* Four years of successful educational work experience of which a minimum of two years must have been at the postsecondary level. Experience must include a minimum of two years of teaching or experience appropriate to the area to be administered.
- d.* Evaluator approval component.

**16.8(2)** For authorization to serve as an administrator of an instructional unit, department, or section, the applicant shall submit evidence of preparation and experience as follows:

- a. Hold, or be eligible for, the occupational postsecondary or postsecondary license with the appropriate endorsement for the field or area.
- b. Completion of a bachelor's degree from an institution recognized by the state board of education or complete said degree during the term of the license held.
- c. Four years of successful educational work experience of which a minimum of two years must have been at the postsecondary level. Experience must include a minimum of two years of teaching or experience appropriate to the area to be administered.
- d. Evaluator approval component.

**282—16.9(272) Learning center administrator and adjunct or part-time personnel.** For authorization to serve as a learning center administrator, an adjunct or part-time instructor in preparatory vocational-technical program, arts and science (college parallel program) or high school completion program or support staff/services part-time (staff development officer, librarian/learning resource specialist, media specialist, counselor, curriculum specialist), the individual must meet the following state-approved standards.

Persons serving in these functions shall not be required to hold a teacher's license; however, they shall meet the standards and qualifications set forth for each assignment. The local area college board shall have the responsibility to determine compliance with the standards and to record and have available locally such compliance and to report on forms provided by the department of education any necessary information.

**16.9(1) Learning center administrator.** The applicant must meet requirements to serve as one of the following:

- a. Division or area instructional administrator, or
- b. Librarian, learning resource specialist or media specialist, or
- c. Have a master's degree in an area that is related to one of the functions of the learning center.

**16.9(2) Adjunct and part-time instructional faculty.**

a. *Preparatory vocational/adjunct*—6,000 hours of recent, relevant, part-time or full-time experience in the occupational area to be taught.

b. *Preparatory vocational/part-time*—6,000 hours of recent, relevant, part-time or full-time experience in the occupational area to be taught.

c. *Arts and science (college parallel).*

(1) A master's degree in a field of instruction from a regionally accredited graduate school, or, in special fields or areas including but not limited to accounting, business, developmental and remedial skills, engineering, law, law enforcement, and medicine, two or more years of successful experience in the field or area they will instruct and the possession of the academic preparation ordinarily required for such special fields or areas, and

(2) Complete a locally or consortia designed staff development workshop to meet specific competencies.

d. *High school completion*—hold a valid license endorsed for service at the secondary level.

**16.9(3) Staff development officer**—a master's degree with background and experience appropriate to staff development activities.

**16.9(4) Librarian/learning resource specialist**—a master's degree in library science from an accredited graduate school. The preparation shall include six semester hours of professional preparation appropriate for community college service, or adequate experience in college service or its equivalent as evaluated by a review committee appointed by the executive director of the board of educational examiners shall be accepted in lieu of part or all of the required credits in professional education.

**16.9(5) *Media specialists***—a master's degree in a media specialization from an accredited graduate school. The preparation shall include six semester hours of professional preparation appropriate for community college service, or adequate experience in college service or its equivalent as evaluated by a review committee appointed by the executive director of the board of educational examiners shall be accepted in lieu of part or all of the required credits in professional education.

**16.9(6) *Counselor***—a master's degree in counseling or in college student personnel work with an emphasis in counseling from an accredited graduate school. Preparation shall include six semester hours of professional preparation appropriate for community college service, or adequate experience in college teaching or its equivalent as evaluated by a review committee appointed by the executive director of the board of educational examiners shall be accepted in lieu of part or all of the required credits in professional education. Recognition shall be given to the value of employment experience outside of education in appointing counselors to work with students.

**16.9(7) *Curriculum specialist***—a master's degree from a recognized institution in a content area with coursework in postsecondary level supervision and curriculum.

**16.9(8) *Continuous review***. These state-approved standards are to be kept under continuous review by a statewide representative group of area college and board of educational examiners personnel. Any modifications and changes shall be approved by the board of educational examiners.

**282—16.10(272) Noninstructional administrators, adult coordinators, occasional and specialized personnel and support staff.** Persons employed in the following functions/responsibilities shall not be required to hold an Iowa teacher's license. Each area school board shall develop and adopt local standards for the employment and assignments of such persons. The standards shall be available locally for review and shall be made available to the board of educational examiners upon request.

Following are the areas covered by this rule:

1. Noninstructional administrators: assistant superintendent, associate superintendent, administrative assistant.
2. Adult or special needs coordinators.
3. Occasional—specialized—substitute: adult basic education, general educational development preparation, continuing and general, supplemental vocational, coach (persons who are not full-time faculty members), preparatory vocational, college parallel.
4. Support staff: assistant/associate librarian, learning resource specialist and media specialist/technician.

Business area: manager, purchasing agent, accountant, personnel manager.

Ancillary services: area agency on aging, Comprehensive Employment Training Act youth employment, sheltered workshop, aides, interns, institutional data processing.

Student services: registrar, placement officer, financial aid officer, admissions officer, activities coordinator, relations/outreach worker, media technician.

**282—16.11(272) Conditional occupational and postsecondary licenses.**

**16.11(1) *Conditional occupational license***. A two-year conditional occupational license may be issued to an applicant who has not met all of the experience requirements for the provisional occupational license.

**16.11(2) *Conditional postsecondary license***. A two-year conditional postsecondary license may be issued to an applicant who has not met all of the initial requirements for a provisional postsecondary license or holds the provisional or regular postsecondary license with an endorsement and is seeking an endorsement in another teaching field.

**282—16.12(272) Definitions.** Definitions that apply to personnel in this chapter.

*“Adjunct”* is less than half time which is defined to mean faculty who are employed less than a period covering consecutively three quarters or two semesters per school year and who have an assignment equivalent to less than 50 percent of what has been established as a maximum full-time load by area school laws and standards or by local policy in cases where laws and standards do not apply but without an expectation of continued employment.

*“Half time or more”* is defined to mean faculty who are employed for a period covering consecutively three quarters or two semesters per school year and who have an assignment equivalent to 50 percent or more of what has been established as a maximum full-time load by area school laws and standards or by local policy in cases where laws and standards do not apply. This information has application to matters related to licensure of staff.

*“Part time”* is less than half time which is defined to mean faculty who are employed less than a period covering consecutively three quarters or two semesters per school year or who have an assignment equivalent to less than 50 percent of what has been established as a maximum full-time load by area school laws and standards or by local policy in cases where laws and standards do not apply and who have an expectation of continued employment.

These rules are intended to implement Iowa Code chapter 272.

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